



McMaster Humanities Society
June 10th, 2023 @ 1:00 pm
[Zoom Link](#)

Attendance

- | | |
|------------|-----------|
| - Madeline | - Chloe |
| - Zaina | - Sydney |
| - Sofia | - Caitlyn |
| - Lillian | - Khushee |

Minutes

Madeline

General reminders/best practices

- Email and messaging
 - Should be responding to any emails and messages within 48 hours (weekends and holidays are the exception)
- Attendance
 - even though it's summer and everyone has fun plans and inconsistent schedules, our contracts and constitutions state that we cannot miss more than 3 meetings in a row and 5 meetings in a term (this includes summer, so please keep this in mind)
- Office etiquette
 - It's been brought to our attention by non-MHS and non-Humanities affiliated individuals that there have been large, unknown groups in our office at strange times
 - Office access is a privilege - not a right - and can therefore be taken away
 - The office is a *work* space, not a casual hang out space
 - review your contract; no more than 1 non-MHS member should be with you in the office at any time
 - Keep the office tidy
 - no leaving garbage out
 - no leaving perishable food or drinks
 - Shouldn't be taking things or putting things in unless it is for MHS purposes
 - Ideally Madeline and Lillian should be aware - if you're using painting supplies for something like WW rep sign painting, let us know
 - Non-MHS related things should NOT be kept in the office, we do not store supplies or belongings for non-MHS affiliated individuals or clubs!

Lillian

MHS x SEO Touchpoint Recap

- Look at mid-fall semester; before/after reading week (Oct 9 - Oct 15)
 - Week before and week immediately after are... midterm season
- SEO has flexibility in September if we wanted to do it early (i.e last week of September)
 - **End of September seems to be the preferred timing**
- Mid-week; T/W/Th
 - Mindful of commuter students - be mindful of timing in day
- Need to give Clubs advance notice
 - Need for wider/broader engagement strategies (perhaps an activity that encourages students to visit each table) - i.e a passport to be completed/submitted as a ballot)
- Location
 - Last year - **MUSC** had fee; LR did not (may change)
- Last year - SEO covered MUSC cost and tables/chairs; giftcards
 - What - in our budget - could we contribute @Caitlyn
 - SEO can cover booking
 - Remember - we must do EOHSS
- Event promotion
 - Media posts, images - SEO liked that we did that last year
 - Other channels for communications?
 - In-class announcements?
- Any other ideas
 - Debrief document from last year

Peripheral Hiring

- 2023-24 MHS Peripheral Applications
- All applications are located in this folder (I have also included a shortcut in your VP Folders to them)
- Timeline:
 - Release: Monday June 12th
 - Close: Friday June 30th

Khushee: N/A

Zaina

Bonfire

- Going to look into booking and will confirm EOHSS details w Lillian

Sydney: N/A

Sofia: N/A

Caitlyn

Welcome Week

- Had a WW meeting yesterday and went over financials and budget (1280)

Chloe: N/A